

**SAFE HAVEN TRAVEL VOUCHER
INSTRUCTIONS
WHEN YOU CANNOT USE CEFMS**

If you are at a site that can prepare CEFMS orders, your orders should be done in CEFMS. There are several advantages for using CEFMS, first and foremost, it the time it take to settle the voucher. Simply put, CEFMS claims, while slower than normal, are faster than submitting a manual claim.

When it is physically impossible to prepare a travel claims in CEFMS, follow the following instructions.

Your safe haven travel orders have been prepared and in CEFMS. If you cannot get a copy of your orders, don't worry we can pull them up when we get your travel voucher.

What is needed:

1. A properly prepared and signed travel voucher
2. Receipts for lodging, air plane tickets, rental car (authorized for very few people on safe haven and is usually good for 1 day only) and receipts for other authorized expenses if more than \$75.00.
3. Statement in lieu of receipts if a receipt is not available

Form needed: DD Form 1351-2. This form is 2 pages long – submit both pages with your claim. You can locate, fill out and print this form at the following link:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf>

You can fill out the travel voucher at the above link, but the link will not save your completed voucher. Recommend you print two copies, one to submit one to retain for your records.

Additionally, you can print the form attached to this web page.

How to fill out the form:

The majority of the blocks are self-explanatory, this guidance addresses areas most questions have arisen to date.

Block 1. All payments are by EFT, if you don't have a travel account your payment will be made to your payroll EFT account. If you have and used a government travel card, you must fill out the Split Disbursement block.

Block 6. Normally, your mailing address, if that is not possible, use the MVN mailing address:
Room xxxx 7400 Leake Ave, New Orleans, LA 70118

Block 8. Fill in if available, otherwise leave blank.

Block 12. Must be filled out if you have dependents. If you have more than 4 dependents put all remaining dependents in the remarks section on page 2.

***** If your spouse or children work for the Federal Government, you cannot claim them as a dependent. They must file their own claim. Common dependents (e.g. children whose parents work for the Federal Government) can only be listed on one claim.**

Block 13. Must be filled out.

Block 15.

1. Use dates, not time in block 15a.
2. Fill out exactly as you and your family traveled.
3. If you used your car to travel, record your mileage from residence to safe haven and return to residence in block. Mileage around the safe haven is not authorized.
3. When the employee is called to work and the family is still in a safe haven status, continue filling out the travel voucher based on the family's location.
4. Family is in a safe haven travel status until: evacuation is cancelled, they return to their home (or vicinity) or the home is declared inhabitable. Other conditions exist that may cancel safe haven allowances.
5. While in safe haven, the reason for stop is **TD**. When the employee or family returns to their home or the evacuation is terminated, the reason for stop is **MC** (block 15c).
6. **MANDATORY: When the employee is called to work, add "employee ordered to work on dd/mm/yy (e.g. 15 Sep 05) to the bottom of block 15. If no room is available in block 15, place statement in block 16.**

Block 16. The following are not authorized.

1. Rental car
2. Vicinity mileage around the safe haven location
3. Personal phone calls
4. Lodging costs if you stay with friends or family
5. Any expenses for which you have been compensated by another source (e.g., FEMA, Red Cross, or Insurance Company, etc.)

Block 20a & b. Sign and date your form. Unsigned forms will be returned with no action taken.

Block 20c. If you are at a worksite, have your supervisor sign. If you are at a remote site, mail with block 20c blank.

Mail your claim to:

U.S. Army Corps of Engineers
New Orleans District
Attn: CEMVN-RM
P.O. Box 60267,
New Orleans, LA 70160